Bulletin Board Maker:
Your Neighborhood™

Apple II Family 128K

User's Manual

Toucan
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Bulletin Board Maker:
Your Neighborhood™

Apple II Family 128K

Credits

Concept & Design	**Toucan Software**
Director of Product Development	**Joel Fried**
Programming	**Ken Grey**
Project Editor	**Susan Swanson**
Art Director	**Susan Swanson**
Computer Graphics	**Ted Jalbert** **Gerry Gigon** **Angelo Scalise** **Cindy Chapman**
Documentation	**Ken Dube**

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Bulletin Board Maker:

Your Neighborhood™

Introduction

We're aware of the time and effort that is needed to design a bulletin board--that's why we've designed this program for you. With ***Bulletin Board Maker: Your Neighborhood***™, your classroom will sparkle with creativity. You can create sensational bulletin board displays, huge posters, signs, announcements, worksheets, flash cards, mobiles, newsletters... the possibilities are endless!

The program includes a variety of colorful backgrounds, frames, typestyles, and an assortment of clip art. With this easy-to-follow guide, you and your students will be able to use this program in just minutes! Have fun!

Equipment You'll Need:

- Apple II family or Macintosh LC with IIe Card
- *Bulletin Board Maker: Your Neighborhood*™ program
- Monitor (color recommended)
- Printer (recommended)
- Apple Mouse (optional)
- Blank Disks (optional)
- Additional Art disks (optional)

Loading the Program

To load the program:

1. Insert the program, label facing up, into Drive 1.

2. Turn on your monitor and computer. If the computer is already on, press the Control, , and Reset keys at the same time.

3. In a few seconds, the Opening Screen will appear followed by a screen with information on the speech feature. Press any key to continue. When the **Main Menu** appears, you're ready to begin.

Refer to the **Reference Guide** for step-by-step instructions on how to use each of the **Main Menu** options.

Documentation

There are three sections of the documentation: the Reference Guide, the Teacher's Guide and the Art-at-a-Glance Booklet. Each section is described below.

The Reference Guide
This provides step-by-step instructions for using each feature of the program. Refer to the Reference Guide when you have specific questions about a particular feature.

The Teachers' Guide
This guide provides teachers with grade specific classroom activities and helpful hints.

Art-at-a-Glance
Displays the backgrounds, clip art and fonts included with the program.

Reference Guide

This Reference Guide provides step-by-step instructions for designing your creations. If you are using the 3.5" version, the entire program is included on one disk. If you are using the 5.25" version, the contents of each disk are:

- **DISK ONE:**
  Side one: Program
  Side two: Posters
- **DISK TWO:**
  Side one: Clip Art
  Side two: Fonts and Frames

If you are using the 5.25" version, you will be flipping the disks periodically during the use of the program. A prompt will appear telling you when you need to switch disks.

The Main Menu

First, insert your ***Bulletin Board Maker: Your Neighborhood***™ disk into the disk drive. To boot or to turn on your computer with the program disk in the drive, press the , **Control** and **Reset** buttons simultaneously. The **Main Menu** will automatically appear. There are three options listed:

- **Make a Poster**
- **Use Utilities**
- **Quit**

To select an option from this or any other menu, simply use your MOUSE or ARROW KEYS to move the highlight bar to the option you want, and press RETURN.

NOTE: ESC will bring you back through the screens.

Make a Poster

Choose **Make a Poster**. (A poster graphic is three screens long. It can be designed with clip art, text and frames.) The next screen presents two options:

- **Start a New Poster**
- **Load Your Poster**

Select **Start a New Poster** if you want to design a *new* poster. **Load Your Poster** will let you load a *previously saved* creation from your own formatted work disk.

Start With?

If you selected **Start a New Poster**, the **Start With? Menu** will appear. Your choices will be:

- **Blank Poster**
- **Poster With a Picture**

The **Blank Poster** option is ideal for creating worksheets, writing stories, adding a frame, and making signs or announcements.

Select **Poster With a Picture** if you want a *background* graphic. The **Load Background Menu** will appear, listing the backgrounds that are included with the program. Choose a graphic by moving the highlight bar with your MOUSE or ARROW KEYS and pressing RETURN.

> ***NOTE:*** *You can also select a poster graphic from any of the other* ***Bulletin Board Maker***™ *programs. Insert the new background disk into any drive and press the TAB key or click on the word "DISK" with your MOUSE. This procedure will access the newly inserted disk.*

The Posters Menu

After choosing **Blank Poster** or selecting a background, the **Posters Menu** will appear. This menu presents the following options:

- **See My Poster**
- **Design My Poster**
- **Show My Poster**
- **Save My Poster**
- **Print My Poster**
- **Utilities**
- **Go to Main Menu**

See My Poster

This option allows you to scroll through and view your finished or unfinished creation by using the ARROW KEYS or MOUSE.

Design My Poster

This is the main option for creating your poster. A **Design Menu** will appear with the following choices:

- **Clip Art**
- **Write**
- **Frame**
- **Erase**

... Clip Art

Select **Clip Art** if you want to add additional graphics to your poster. If you are using the 5.25" version, you will be asked to insert the **Clip Art Disk** (Disk 2, Side 1) in any drive and press RETURN.

When the **Load Clip Art Menu** appears, select a clip art category by moving the highlight bar to the desired category and pressing RETURN. Each category contains several pieces of art. Refer to the *Art-at-a-Glance* booklet to see the clip art in each category. An instruction box will appear explaining the key commands to use while working with clip art. Press any key to remove the instruction box.

*NOTE: The **Help Screen** is accessible from any screen by pressing ⌘?.*

The first piece of clip art from the category you selected will appear in the center of the screen. Press the SPACE BAR to view the different pieces of clip art. To exit a clip art category, press ESC. This will return you to the **Load Clip Art Menu**. You can now choose another clip art category or return to the **Design Menu** by pressing ESC.

Moving Clip Art

Use the ARROW KEYS or MOUSE to move the clip art anywhere on the screen. When you are happy with the location of the clip art, press RETURN to stamp it on the screen.

NOTE: Pressing a number key from 1 to 9 changes the distance a piece of clip art moves when you use the ARROW KEYS. To move a piece of clip art the shortest distance (slowly), press 1, then use the ARROW KEYS. To move a piece of clip art the farthest distance (quickly), press 9, then use the ARROW KEYS. Numbers in between will move at sequential increments.

Flipping Clip Art

You can flip any piece of clip art horizontally or vertically before you stamp it. To flip a piece of clip art horizontally, press the **H key**. To flip a piece of clip art vertically, press the **V key**.

Stamping Clip Art

Press RETURN or click your MOUSE button to stamp the clip art. The clip art will become part of your poster design. You may stamp multiple copies of the same piece of clip art, or a variety of different clip art. Press DELETE to undo any clip art that you have stamped. Each time you press the DELETE key, you will undo clip art in the reverse order that it was stamped.

NOTE: Delete will only undo the clip art stamped while you are working within that category. Once you leave a clip art category, by pressing ESC, you must use the eraser to "white out" the unwanted clip art. Note that this will also erase your background graphic.

...Write

The Write function allows you to add text to your poster. Select **Write** from the **Design Menu**. Insert the **Font Disk** (Disk 2, Side 2) in any drive and press RETURN. The **Load Font Menu** will appear.

There are seven fonts from which to choose:

Select a font. An instruction box will appear explaining the key commands needed to use with the Write function. Press any key to remove the instruction box.

(Don't forget... just press **Open-Apple ?** to call it up the instruction box again.)

A blinking cursor will appear in the upper left hand corner of the screen. Use the ARROW KEYS or MOUSE to move the cursor anywhere on your poster that you want to start typing. Press DELETE to undo unwanted text.

Write Options

Open-Apple O - Outline: Pressing these keys before you begin to type will outline the letters that you type.

Open-Apple B - Bold: Pressing these keys before you begin to type will make all of the letters bold.

Open-Apple N - Normal: Pressing these keys before you begin to type will make the type return to its normal style.

Open-Apple C - Center: Pressing these keys will center any line of text that you have just typed. You can only center one line at a time.

Once you are finished typing, or you want to choose a different font, press ESC to return to the **Font Menu**. Press ESC twice more to return to the **Design Menu**.

SPECIAL NOTE : *The text processor included with this program does not have word wrap or text insert capabilities. This is due to the fact that the text is actually just like clip art. Unfortunately, this is the only way we could offer you the unique ability to combine large text and scrolling graphics within one program on an Apple II System.*

...Frame

Select **Frame** from the **Design Menu** to put a frame around your poster. This feature is especially ideal for adding a decorative border around a text page.

Insert the **Frames Disk** (Disk 1, Side 2) in any drive and press RETURN. The **Load Frame Menu** will appear with the following options:

- **Frame Set 1**
- **Frame Set 2**

Select a frame category and the first frame in that category will appear in a box in the center of the screen. Use the SPACE BAR to view the other frames in the category and press RETURN to select one. The frame will appear around your page. A message will ask you if you want to use the frame. Press the **Y key** for "Yes" and the **N key** for "No", or ESC to cancel. Press ESC again to return to the **Design** Menu.

> ***HELPFUL HINT*** *-- If you are going to use a frame, choose it first, so your text and graphics won't be overlapped by the frame.*

...Erase

The Erase function allows you to erase graphics and text from your poster. The eraser is an adjustable solid block of white, which when stamped, will erase anything underneath it.

Select **Erase** from the **Design Menu**. Press the SPACE BAR to view the various eraser sizes and choose the size you want to use. Use the ARROW KEYS or MOUSE to move the eraser over the part of the poster that you want to erase, and press RETURN. The text or graphics underneath the eraser will disappear. The DELETE key will "replace" what you have erased as long as you haven't left the Erase option. Press ESC to return to the **Design Menu**.

Now that you are familiar with the four functions of designing your poster, press ESC to go back to the **Posters Menu**.

Show My Poster

This option will allow you to see the entire layout of your poster on one screen. It will also tell you how much disk space you need to save your poster.

Save My Poster

The Save option allows you to save your creations onto a pre-formatted disk. (See the **Utilities** section of this guide for instructions on formatting a disk.)

Select **Save My Poster** from the **Posters Menu**. The **Save Poster** screen will appear. Insert your work disk in any drive. Look for the name of your work disk. It will be at the top of the screen. If the name isn't there, press TAB until the name of the disk you want to save on appears.

At the bottom of the screen is the word NAME, followed by a flashing cursor. Type a name for your poster and press RETURN. The poster will be saved onto your work disk, and the **Posters Menu** will reappear.

> *NOTE: You have to use periods instead of spaces to separate the words in your poster name when saving.*

HELPFUL HINT! *It's a good idea to* ***save*** *your creation periodically. This way you can reload your poster if you make a mistake.*

Print My Poster

Select **Print My Poster** from the **Posters Menu** and the **Print Menu** will appear offering five options:

- **Miniature**-one page
- **Standard**-two pages
- **Giant**-three pages
- **Poster**-four pages long and two pages wide
- **Change Setup**

You can choose any one of the four printout sizes by highlighting a size and pressing RETURN or clicking the mouse button.

...Change Setup

To print out a poster, you must give the program specific information about the equipment you are using. This information is displayed in the **Current Setup Box** at the bottom of the screen. Select **Change Setup** to change the printer settings displayed in the Current Setup Box. The **Setup Menu** will appear with the following choices:

- **Printers**
- **Interfaces**
- **Linefeed**
- **Print Quality**
- **Printer Slot**

> *WARNING: If you don't have the correct setup and you try to print, the program will freeze. This means rebooting the program and losing your creation if it was not saved.*

Choose each item you need to change. The arrow on the left side of the scroll box means there are more options to choose from. After you highlight an item, press RETURN and the Current Setup Box will display the changes you made. Press ESC to go back to the **Print Menu**.

Most Common Setups

Computer	Interface	Printer
• Apple IIc	Apple IIc Serial Port	Apple Imagewriter
• Apple IIe	Apple Super Serial	Apple Imagewriter
• Apple IIGS	Apple IIGS Printer Port	Apple Imagewriter II
• Macintosh LC	Apple IIGS Printer Port	Laser Printer

Print Options

Select a print size for your poster. For larger sizes, two options will appear:

- **All Panels**
- **Some Panels**

With the two largest sizes, the posters will print out in *two* or *three* strips. By choosing **Some Panels**, you can select which "sections" of the poster you want to print. This comes in handy if you made a mistake on your design and printed it. You can print only the strips that you want, instead of printing the entire poster over again.

> ***HELPFUL HINT:*** *Avoid having to cut your poster strips to line them up for pasting. Be sure to line up the left perforation of your computer paper to the red notch on your printer's bailer bar before you print. This ensures that every strip of the large printouts will line up.*

After you choose a size, the next screen will present two options:

- **Normal**
- **Outline**

The **Outline** option removes the patterns from the poster and prints it out like a coloring book so you can color the picture with crayons or markers. It will also extend the life of your ribbons. **Normal** will bring up a **Print Color Menu** that offers two choices:

- **Black & White**
- **Color (You'll need a color ribbon)**

Choose the desired option and press RETURN. If you choose **Miniature** or **Standard**, a print option will then appear offering these options:

- **Regular**
- **Reversed**

Choose **Regular** to obtain a normal printout with solid colors and patterns intact. The **Reversed** option allows you to make T-shirt iron-ons. The printout will be reversed so the iron-on will be correct after ironing. A special ribbon is required.

Press RETURN, double check your setup and press RETURN again. A **Time Line** will appear with numbers 0 to 100. A cursor will begin at 0 and progress to 100 to illustrate the length of remaining printing time.

Utilities

Select Utilities to:

- **Format a Disk**
- **Make a Folder**
- **Delete a File**

...Format a Disk

Select **Format a Disk**. A **Format Disk Menu** appears with a list of the slot and drive numbers. Insert a new unformatted disk in the drive and choose the slot and drive number. Next, a file box will appear asking you to give your work disk a volume name. Type in a name and the program will format the disk.

...Make a Folder

Poster files can be saved in *folders*. Select **Make a Folder** and the program will ask you to type in a name for your folder. You can make several folders on your work disk. Each folder can hold several files. Putting your files into folders keeps your disk more organized and it will be easier for you to load and delete files. To open a folder, you must move the highlight bar to its name, then press RETURN.

...Delete a File

Select **Delete a File** if you want to delete an unwanted file from your work disk. Highlight the name of the file to be deleted, then press RETURN.*

(**REMEMBER!** *Once you delete a file, it is gone forever.*)

Go To Main Menu

Select **Go to Main Menu** to quickly get back to the **Main Menu**.

Use Utilities

This works the same as the Utilities option, previously discussed under the **Poster Menu** section of this guide.

Quit

This allows you to get out of the program entirely.

Support

If you have technical questions or problems, call Toucan at (800) 247-4641 (in Connecticut, Alaska and Canada call 203-674-8221). Defective disks will be replaced free of charge up to 90 days after invoice date. Disks damaged after 90 days may be replaced at $10.00 per disk. Mail the damaged disk and appropriate payment to Queue Inc. at 338 Commerce Drive, Fairfield, CT 06430, for a prompt replacement.

Backup disks are available for $10.00 per disk. Customers are limited to one backup disk for each disk purchased. Backup disks are for archival purposes only.

Never expose any computer software to excessive heat or cold. Do not leave your software near a strong magnetic field such as might be produced by an electric appliance, stereo, or speaker magnet. Always place your software in its sleeve when you are not using it. This will protect it from dust and finger prints. Finally, never touch the exposed parts of the disk which are visible through the holes in the disk cover.

Creative Classroom Guide

Design a Neighborhood Bulletin Board:

Describe the town in which your school is located to your class and identify some of the buildings and landmarks there. Promote discussion by asking your students what their neighborhood is like. Have the whole class work together to design a huge bulletin board display of a neighborhood.

- Cover your bulletin board with green (grass) and blue (sky) construction paper. Use black paper for the streets and outline your neighborhood. Use chalk to make the street lines.
- Select various building backgrounds and print them out in the Giant size. Mount onto oaktag, color and cut out.
- Staple the various buildings onto the appropriate streets.
- Select some of the community helpers and print them out in the Giant size. Cut out each character and staple next to the buildings.
- Reaffirm your previous lecture by having students decide where each of the backgrounds and clip art belong and why. Let each student mount a clip art printout onto the bulletin board in the appropriate spot.
- Use the text processor to create labels that can be used to identify parts of your neighborhood and print them out in the Giant size.
- Use the newsletter background to announce all the names of the students that worked on the project.

Community Helpers Mobiles

Students can design "Community Helpers Mobiles".

- Print out a set of people backgrounds and clip art, (backgrounds are printed in Miniature and clip art is printed Giant).
- Paste them onto oaktag or cardboard, and color.
- Cut out and punch a hole in the top. Use colored ribbon or thread to hang each picture from clothes hangers or wooden dowels.

Creative Writing Adventures

Have your students write fictional stories from the point of view of one of the characters. Give them a list of story starters suggesting such creative ideas as: "My Trip Downtown", "My Life as a (Policeman, Doctor, etc.)", "The People and Places in My Neighborhood", "What I Like Best About My Neighborhood", and "Solving My Neighborhood's Problems". The possibilities are endless!

Your Neighborhood Poster

This project can be done totally on the computer, making it fun and easy to do.

- Split the class up into four groups.
- Using the two-part town background, have two groups design the left side and the other two groups design the right side.
- Have one group from each side make a summer scene and the other two groups make a winter scene. Have them stamp clip art where they see fit in their scene.
- Tell each group to write a short story that describes the finished scene that they helped create (this can be done by writing on a blank background).

Have them address these topics-

What kinds of people live and work there?
Where are people going?
How does weather affect the the people and their work?

- Have each group print out their scene in the Giant or Monstrous sizes and tape them in the middle.
- Print the essays in the Miniature size and staple them next to their respective sides of the towns.
- Print out a headline banner for the top of the town scenes.
- Make this activity the focus of a classroom-wide discussion on pollution, careers, community helpers, transportation, etc.

Your Neighborhood T-Shirts

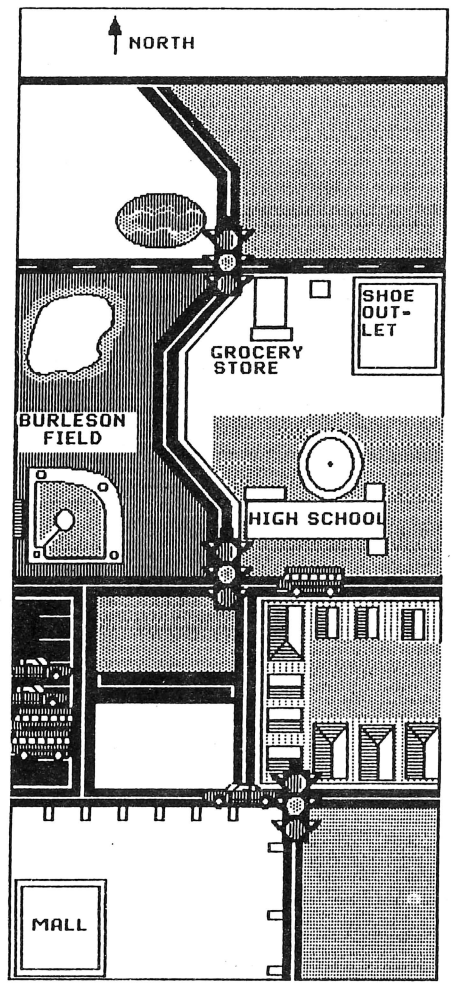
You can make fabulous T-shirts if you have the special heat transfer ribbon and select the reverse print option. Make up special slogans for your class such as "Keep My Neighborhood Drug-free", "I Want to Grow Up to Be a...", or "(name of town) Is Number 1!". Or, perhaps your students would prefer to design a shirt with one of the bold clip art graphics and a catchy phrase. Print out in the Standard size. Use your imagination!!

Rhyme that Builds Character

- Have the students select a clip art character of their choice and stamp it either in the bottom or top of the page, leaving enough room to write.
- Have them invent a name for the character and make a list of adjectives that could describe the character.
- Then, have them create a rhyme using the list of adjectives and put it next to the character.

Map Your Neighborhood

- Discuss and give examples of how town maps are made. You can display your own example on the bulletin board by printing it out in the Monstrous size.
- Then, have the students design their own maps using the **Map** background provided in the program.
- Have them print out their maps in Miniature or Standard size.
- Students can write a report, on a blank screen, telling what they included on their maps, why they were included, and why they chose to place things where they did.



Pitching In

Using the text processor, have the students write a list of different ways that neighbors help in their neighborhood. It can include things like a block watch, cleaning the streets, collecting recyclable materials, holding events for community charities, etc. Have them share and compare the list with classmates.

Pet Graph

The students can use the blank background and lines from the map clip art to create graphs. The lines are available in different positions. By stamping them next to each other to form continuous lines, the students can create graphs.

- Have the students make a pet graph that shows the number of children that own different pets on their street.
- On the top of the graph should be "Pets on (name of your street)".
- The number of children should be on the left and vertical side of the graph.
- The types of pets should be on the bottom and horizontal side.
- In the middle, they can create bar graphs.
- Print out in the Miniature size.
- Display on your bulletin board.

Taxes at Work

Have the students make lists of services that are paid for from local taxes using the text processor. They should write about how these services help their neighborhood and what would happen if the services were no longer provided.

Community Leadership

Using the text processor, have the students type out the leadership positions in their neighborhood and what the names of the people who occupy them are. Also, have them include where they meet to administer their services.

Rules to Live By

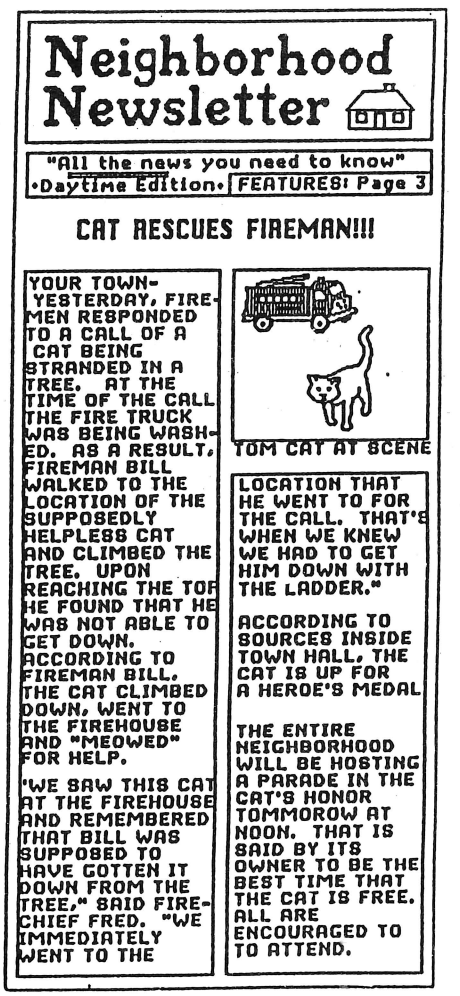
- Using the text processor, instruct the students to write separate lists of rules made in their community, school, and home.
- Have them make a list of their own rules, for each list, that they would want.
- Print out the lists in the Miniature size.
- Underneath each list, have them draw signs that could be used to remind everyone of these rules.
- Instruct the students to use the program's "Town.left" and "Town.right" backgrounds.
- Have them design the left background, showing rules being obeyed and the right background showing rules being disobeyed.
- Print out in the Miniature size and display on the bulletin board.

Neighborhood Newsletters

Use the "Neighborhood Newsletter" template as a vehicle for students to write what they have learned about their neighborhood.

- Give weekly assignments to students, having them write about a different topic or set of topics for their newsletter. Topics may include pollution, careers, public servants, transportation, new technology, etc.
- Tell them that they can use clip art to illustrate their page. The erasers and line clip art can also be used to modify their pages.

Make sure that the students keep in mind the audience that they wish to address. Have students read newspaper and magazine articles. Perhaps you'd like groups of students to work together on different stories and then present them to their classmates or to younger students. Each week, display the most recent newsletter on the class bulletin board.



Neighborhood Newsletter

"All the news you need to know"

•Daytime Edition• FEATURES: Page 3

CAT RESCUES FIREMAN!!!

YOUR TOWN- YESTERDAY, FIREMEN RESPONDED TO A CALL OF A CAT BEING STRANDED IN A TREE. AT THE TIME OF THE CALL THE FIRE TRUCK WAS BEING WASHED. AS A RESULT, FIREMAN BILL WALKED TO THE LOCATION OF THE SUPPOSEDLY HELPLESS CAT AND CLIMBED THE TREE. UPON REACHING THE TOP HE FOUND THAT HE WAS NOT ABLE TO GET DOWN. ACCORDING TO FIREMAN BILL, THE CAT CLIMBED DOWN, WENT TO THE FIREHOUSE AND "MEOWED" FOR HELP.

"WE SAW THIS CAT AT THE FIREHOUSE AND REMEMBERED THAT BILL WAS SUPPOSED TO HAVE GOTTEN IT DOWN FROM THE TREE," SAID FIRE-CHIEF FRED. "WE IMMEDIATELY WENT TO THE LOCATION THAT HE WENT TO FOR THE CALL. THAT'S WHEN WE KNEW WE HAD TO GET HIM DOWN WITH THE LADDER."

TOM CAT AT SCENE

ACCORDING TO SOURCES INSIDE TOWN HALL, THE CAT IS UP FOR A HERO'S MEDAL

THE ENTIRE NEIGHBORHOOD WILL BE HOSTING A PARADE IN THE CAT'S HONOR TOMMOROW AT NOON. THAT IS SAID BY ITS OWNER TO BE THE BEST TIME THAT THE CAT IS FREE. ALL ARE ENCOURAGED TO TO ATTEND.

Toucan Software *presents...*

The Bulletin Board Maker Series™

Anytime Art™

Create fun posters for Valentine's Day or award the class for a job well done! This disk includes the following art categories: seasonal and holiday graphics, Loony Letters, Nutty Numbers, and cute animals dressed in costumes form around the world!

Monstrous Monsters™

Lurking within this program are monstrous creature posters waiting for a "Dr. Frankenstein" to bring them to life. Assemble and print small to SUPER-SIZED monsters with gobs of "cute and creepy" clip art. Use the text processor to write a monster story or an uncanny caption to go along with your wall-sized wonder.

Happy Habitats–The Pond™

The Pond, the first in a continuing series, will introduce students to one of our many ecosystems. Recreate your own versions of a pond, complete with tadpoles turning into frogs and children trying to catch butterflies!

Classroom Art™

Includes: holiday graphics, a character named "Itsy" that can be "dressed up" and placed into numerous backgrounds, weather charts, famous figures and more!

City and Country™

You'll have loads of fun creating a city and a countryside using buildings, buses, cars, barns, tractors, animals, people, and much more!

All of these programs are available for a FREE 30 day preview! Network versions, Site Licence and Lab Packs are also available.

For a free catalogue or for additional information - call 1-800-232-2224 or (203) 335-0906 (CT or overseas)